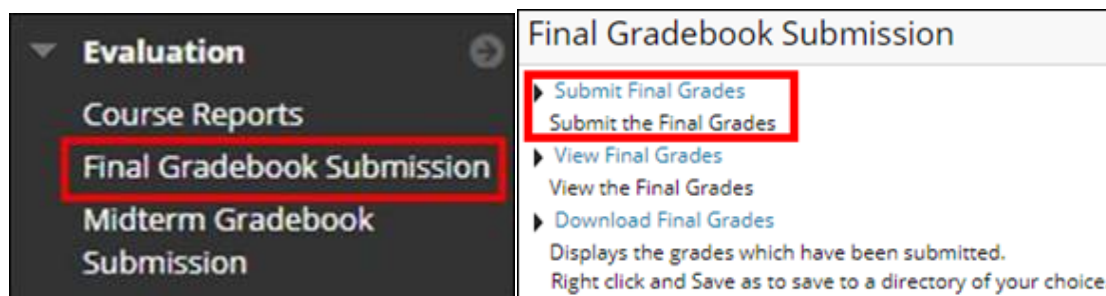


From BW Educational Technology...

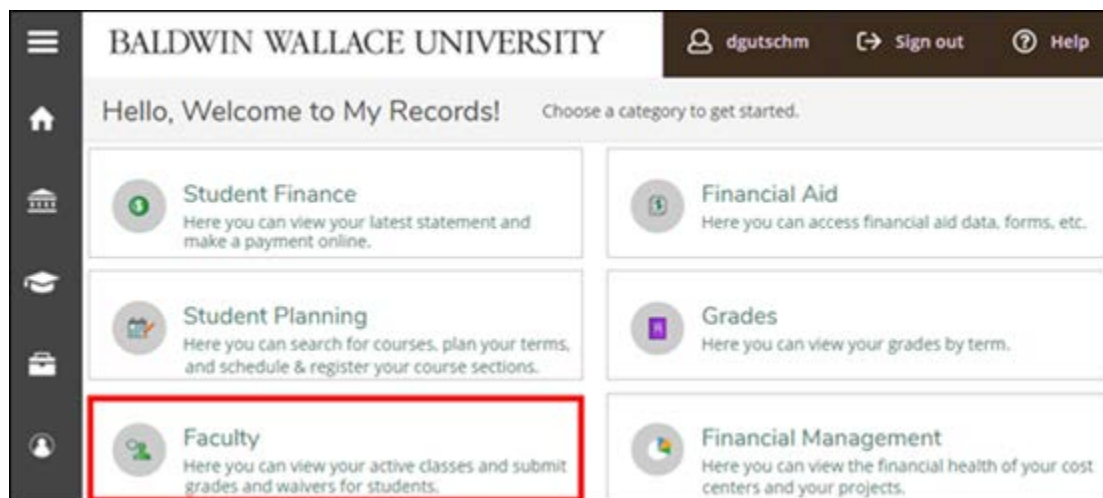
New Grade Submission Process (effective Summer 2019)

Previously, you submitted your midterm and final grades in Blackboard, using the course-level **Evaluation** tool. Once you entered these grades in Bb, they were electronically moved to Colleague. This process was facilitated by **custom programming** purchased from Blackboard.



This December (2019) we will be moving Blackboard from BW servers to a cloud-hosted SaaS environment. Once this occurs, **the customized grade submission tool will no longer work**. With that in mind, we've implemented a new process where you can **enter your midterm and final grades directly into Colleague** via the "[My Records](#)" tool.

STEP 1: Go to the MyRecords home page (<http://myrecords.bw.edu>) and choose the "Faculty" module.



STEP 2: Select a course.

Manage your courses by selecting a section below	
Spring Semester 2019	
Section	Times
<u>HPE-221W-S01: Personal Health</u>	T/Th 1:15 PM - 2:30 PM 8/20/2018 - 12/7/2018
<u>HPE-319W-S01: Child in the Family</u>	M/W/F 10:10 AM - 11:00 AM 8/20/2018 - 12/7/2018

STEP 3: Click on the Grading tab and then select either Midterm or Final Grades. Enter a grade for each of your students from the drop-down menu. You don't have to enter all grades at once; grades you've entered are automatically saved and you can return later to modify or enter more.

HPE-221W-S01: Personal Health

Fall Semester 2018
Berea Campus

T/Th 1:15 PM - 2:30 PM
8/20/2018 - 12/7/2018
Lou Higgins Center, 214 Lecture





Seats Available 1 of 24

Waitlisted 0

Roster **Grading** Waitlist

Overview **Final Grade** Midterm 1

Post Grades

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
 Ms. Sara Abbott		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade	<input type="text" value="M/d/yyyy"/>	Junior	3
 Ms. Coretta Baker		<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade	<input type="text" value="M/d/yyyy"/>	Sophomore	3

WARNING: Do not click the blue "Post Grades" button until you are finished entering all grades. Click it when you are ready to report all grades to the Registrar, as you will not be able to make any additional changes.

Follow these easy steps or watch this [5-minute video tutorial](#) for a quick demonstration.

